



National Science Foundation

Intergovernmental Personnel Act Vacancy

DIRECTORATE FOR EDUCATION AND HUMAN RESOURCES DIVISION OF GRADUATE EDUCATION ARLINGTON, VA 22230

ANNOUNCEMENT NUMBER: E20020100-IPA **OPEN:** 04/17/2002 **CLOSE:** UNTIL FILLED

The National Science Foundation (NSF) is seeking qualified candidates for the position of Program Director in the Division of Graduate Education (DGE), Directorate for Education and Human Resources.

The Division of Graduate Education provides the Foundation's focus for strong and innovative support for graduate and postdoctoral education in science, technology, engineering, and mathematics (STEM). All programs in the Division support the full range of disciplines supported by the Foundation as a whole, thus requiring ongoing excellent communication between DGE programs and those throughout the Foundation. The Division provides support for graduate student and graduate education programs to ensure the strength, diversity, and vitality of the US science and engineering workforce. From its national perspective, the Division aims to enhance the flexibility and appropriateness of graduate programs at various levels in order to maintain the preeminence of American science, mathematics, and engineering and to strengthen the U.S. economy.

Initial assignments under the IPA mechanism may be made for a period of one to two years, and may be extended for a third year. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. Salary and benefits will generally parallel those at the permanent employer.

STATEMENT OF DUTIES: The incumbent will serve as a Program Director for the STEM Evaluation program within the Division of Graduate Education in the Directorate for Education and Human Resources. The incumbent performs the duties and carries out the responsibilities of this position under the nominal supervision of the Division Director, DGE.

- Serves as an evaluation expert within DGE, as a liaison to other NSF units in the area of evaluation, and represents NSF in discussions of the evaluation of graduate science, mathematics, and engineering education programs.
- Anticipates the need for information, assesses the adequacy of existing data, identifies problem areas, and plans accordingly to ensure the development and use of relevant monitoring systems for DGE managed programs.
- Prepares written documents to communicate evaluation results from DGE programs to key constituencies, including NSF staff and senior management, members of Congress and Executive Branch, and members of professional communities served by NSF.
- Plans and coordinates evaluation meetings between external evaluators and internal program staff as well as with other federal agencies and other relevant organizations within the education community to maximize the use of existing information and to minimize the possibility of duplication of effort.
- Provides expert assistance to DGE funded projects regarding project evaluation.

- Contributes intellectually to the strategic planning of DGE managed programs in addressing pressing educational needs and having a national impact on the field in measuring and assessing programmatic outcomes.
- Organizes and prepares evaluative information to be disseminated at meetings, conferences and symposia that may be initiated by the incumbent or identified by the supervisor.
- Determines the need for and assists in the preparation of technical and administrative guidelines for evaluation solicitations and statements of work, including the conceptual framework, appropriate scope of activities, and appropriate deadlines and level of effort.
- Serves as on-going advisor to applicants, grantees, and contractors concerning NSF policies, requirements, regulations, and program objectives, particularly those related to evaluation.
- Judges validity and efficiency of evaluation designs and determines the relevance of methodology to programmatic needs.
- Keeps abreast of trends and developments within the area of program evaluation and assessment by reading relevant literature, attending professional meetings, and by personal discussion with leaders in the field.
- Assumes a leadership role by addressing emerging issues in the field of evaluation and/or challenges in evaluating DGE managed programs.

QUALIFICATIONS REQUIRED: Applicants must have a Ph.D. or equivalent experience in science, mathematics, or engineering education plus six or more years of successful evaluation and research, research administration, and/or managerial experience demonstrating knowledge of mathematics and science education including education at the graduate level. Applicants should have knowledge of qualitative and quantitative techniques for measuring and analyzing the effectiveness of the various goals for evaluating (planning and monitoring, formative and summative) and determining appropriate evaluation methodologies.

HOW TO APPLY: Individuals interested in an IPA assignment should submit a curriculum vitae or resume, and a publication list to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20020100-IPA. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. Telephone inquiries may be referred to Adrienne M. Angevine at (703) 292-4396. Hearing impaired individuals may call TDD (703) 292-8044. Announcements may be accessed electronically on the World Wide Web at: <http://www.nsf.gov/oirm/>.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER